

Read Up! * Building Reading & Writing Skills

Monthly Tutor Report for _____ (month & year)

PLEASE complete this form and return (mail or email) by the 5th of next month

Tutor's Name:

Change in Tutor's Phone, Email or Address:

Learner's Name:

Change in Learner's Phone, Email or Address:

Tutoring Site:

Texts and materials used:

	Week 1	Week 2	Week 3	Week 4	Week 5	TOTAL
Instruction Hours						
Learner Homework Hours						
Tutor Preparation Hours						
Tutor Travel Hours						
Other Hours						

(Other hours: Includes meetings with Literacy Service staff, in-service tutor training, tutor conferences, etc.)

No meetings this month?

Reason:

When do you plan to resume meeting?

What progress has been made towards meeting goals this month?

What goals have been met this month?

Have any new goals been set this month? What are they?

Comments from tutor or learner? Is there anything we can help you with?

 **The life-changing literacy service of the Nevada County Library**

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